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OTE 87-1051

11 December 1987

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM:

Director of Training and Education

SUBJECT: Impact of FY 1988 Budget Reduction

REFERENCE: Your memo DA 87-2542 dated 1 December 1987

25X1 1. As requested, I am advising you of the impact on Agency training of the recent  non-personal services reduction in OTE's FY 1988 budget. Although I have chosen to distribute this cut as evenly as possible to minimize the impact on any one area, the following programs will absorb a large part of the reduction.

a. ADP Systems Training and ADP Self-Study

We will be unable to meet all the anticipated training requirements associated with Agency ADP systems. For example, the Offices of Finance and Logistics recently requested BARS and CLAS training. We may not meet all these requirements.

Our self-study effort--a key element of our strategy to increase the availability of training by using non-traditional methods--will be reduced. For example, our in-house development of Agency-specific self-study for SAFE will be delayed. We believe as many as 200-400 people would seek and benefit from this training. Our acquisition of commercial self-study materials also will be delayed. OTE will be unable to provide adequate self-study alternatives for hundreds of our employees on such popular and extensively used software packages as Microsoft Word, Lotus 1-2-3, D-Base III and DOS--all endorsed by OIT.

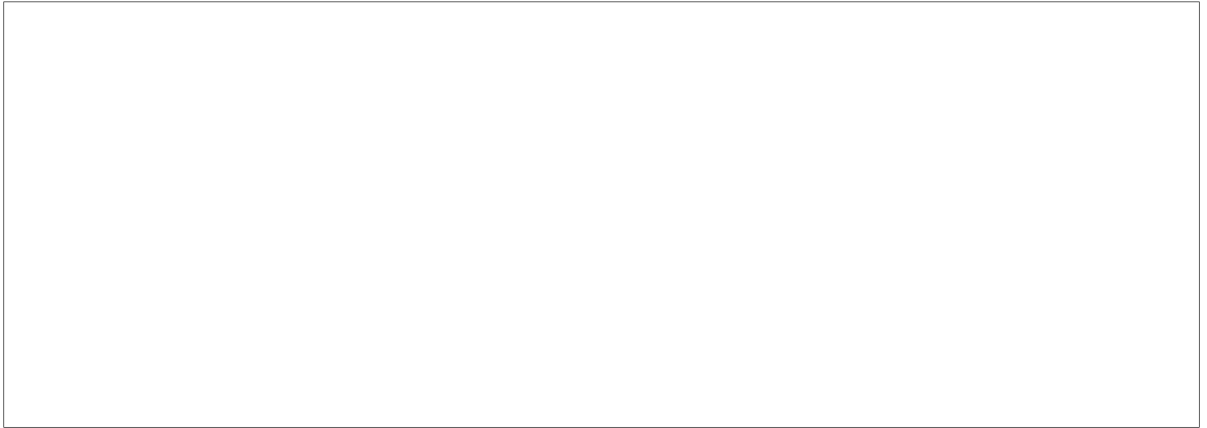
The reduction in our self-study effort in turn will have a negative impact on the effectiveness of our learning centers. The availability of a wide variety of self-study materials, particularly on ADP and personal computer subjects, will be reduced.



~~SECRET~~

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25X1



c. Interpersonal Skills Training Program for Non-Managers

Our plans to provide training in this important but neglected area, including classroom courses and self-study materials, will be delayed. As a result of the HRMCTF occupational panel meetings, the need for this training was identified and strongly endorsed. OTE is developing a program for implementation early in 1988. We will start at a later date with a less ambitious program.

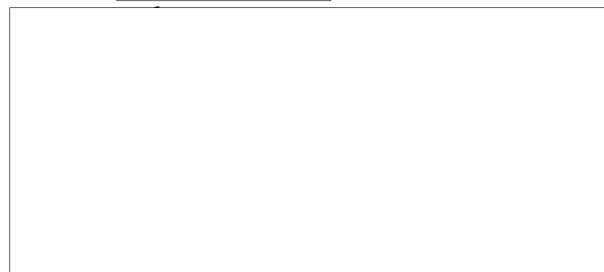
d. Central Texas College (CTC) Degree Program for Secretaries

Our plan to offer Agency secretaries an accredited AA degree program via CTC will be postponed. The Agency's secretaries have expressed strong interest in this program and, with their expectations raised, will be disappointed. We believe at least 100 secretaries would enroll during the first year. OTE planned to use the Secretarial Program as a testbed to determine the feasibility of accrediting other parts of our curriculum such as the management and information systems programs. We will delay our plans.

2. I anticipate that the budget reduction also will have an important impact on many smaller programs. While these programs by themselves are not significant, the cumulative effect of failing to meet the training demand now will plague us in the future. Already we are being very circumspect in the training we approve early in the fiscal year; we also are committing ourselves to fewer runnings of selected courses.

3. Finally, I would like to raise the issue of OTE's unfunded requirements, submitted 16 October. I believe that we have a strong case for some of the unfundeds--particularly the A&E for the operations training facility and the expenses associated [redacted] If we absorb these expenses, in addition to the [redacted] cut, the impact on training would be significant.

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